

ORDER OF CASE FILING

(from top down)

1. CRS-300
2. R-412 Application Information (2 pages)
3. R-413 Face Sheet
4. 283-1390 Extension of Eligibility Release
5. R-413 Narrative Entries (in chronological order top to bottom)
6. IPE Casefile copies (in chronological order of development bottom to top) so that the latest IPE form is always the next item adjacent to the latest R-413 page.
7. R-556 (with the IPE it relates to)

Divider ÷ MEDICALS:

1. Any separate LD and/or TBI Consultant reviews
2. R-3 History and Physical or Health Assessment Questionnaire (283-1270). (This report should always remain as the first medical report.)
3. All other medical reports received, in chronological order with the most recent on top (except Social Security Packets)
4. R-492 Limb maker's form (for amputees only)
5. R-407 Medical Releases
6. Social Security Referral Packets (leave intact). (If more than one, latest on bottom.)

Divider ÷ OTHER EVALUATIVE, PERFORMANCE & PLACEMENT MATERIALS:

1. Social History (if still used)
2. Psychological reports including GATB, other interest and aptitude measures, and/or facility evaluations.
3. Transcripts and grade reports (including GED scores and certifications)
4. Progress Reports
5. JSST, WOTC, Employer History reports, resumes, references, and other job placement-preparatory or readiness materials.
6. CFN-283-1330 Supported Employment Performance Report. (if still used)

August, 2007

Divider ÷ FINANCIAL PLANNING AND
AUTHORIZATIONS:

(All items in this section are to be filed in the order received or completed, with the newest on top.)

1. R-450 Official Authorization and Billing Forms
2. R-406 Financial Inventory & Participation Worksheet
3. 283-1383 IVRS Unmet Need Determination Form
4. SSA-1365 State Agency Ticket Assignment Form with Ticket attached if available
5. SSA-1366 State Vocational Rehabilitation Ticket to Work Information Sheet if applicable
6. SSDI/SSI Program Support Materials (SSA-1408, Verifications, etc.)

Divider ÷ SELF-EMPLOYMENT
PROGRAM/ENTREPRENEURS WITH DISABILITIES:

1. Self Employment Application
2. Progress Reports

Divider ÷ CORRESPONDENCE:

1. All correspondence (newest material on top) (not elsewhere assigned a position)
2. Misc. materials that do not have an assigned position.
3. DHS, R-479

Divider ÷ OLD CASEFILE MATERIALS:

Closed casefile placed under this divider or existence is noted if file is too bulky.